



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

August 27, 2015

REQUEST FOR BID COPY PAPER

Faxed bids will be received by the Town of Merrimack *until 2:00 PM on Tuesday, September 1, 2015* to supply and deliver 100 cases of copy paper to the Town of Merrimack in accordance with the following detailed bid specifications and conditions:

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The copy paper shall be:

- 8.5 x 11
- 20 lb
- 92 brightness
- For use in toner-based copiers and printers
- 10 reams per case
- 500 sheets per ream

The brand of copy paper shall be noted on the bid form. Multiple bids are accepted; please use a separate bid form for each bid.

The paper shall be delivered to three offices, as indicated:

- Fifty-nine (59) cases shall be delivered to the Finance Department, 8 Baboosic Lake Rd, Merrimack, NH. There is a ramp entrance, or a door with three steps.
- Fifteen (15) cases shall be delivered to the Town Manager's Office, 6 Baboosic Lake Rd, Merrimack, NH. This office uses the same ramp entrance.
- Twenty (20) cases shall be delivered to the Police Department, 31 Baboosic Lake Rd, Merrimack, NH. There are no stairs at this location.
- Six (6) cases shall be delivered to the Waste Water Treatment Facility, 36 Mast Rd, Merrimack, NH.

The bid price shall include delivery and be quoted F.O.B. Town of Merrimack, Finance and General Government Departments, 6 Baboosic Lake Rd, Police Department, 31 Baboosic Lake Rd, and Wastewater Treatment Facility, 36 Mast Rd, Merrimack, NH. The time required for delivery must be indicated on the Bid Form and be guaranteed.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids must be faxed to the Town of Merrimack Finance Department at (603) 424-0516 by the date and time specified above. It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

The Town of Merrimack's Purchasing Policy is available on the Town's website: <http://www.merrimacknh.gov/finance-department/pages/bid-opportunities>; a copy may be obtained by contacting the Purchasing Agent.

For additional information call Xenia Simpson, Purchasing Agent, at xsimpson@merrimacknh.gov or (603) 424-7075



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

Bid on Copy Paper Bid Form

*Fax to (603) 424-0516 by
2:00PM on Tuesday, September 1, 2015*

Copy Paper according to the Town's bid specifications

\$_____per case x 100 = \$_____

Brand: _____

The above bid is provided in accordance with the Town's bid invitation dated August 27, 2015 except as indicated below.

Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____ Fax No: _____

Authorized Signature: _____

Printed Name: _____

Date: _____

E-Mail: _____